Health Science Education Health Care Management Course Code #5505
1 Credit

School Year	Student: Grade	
Term:FallSpring	Teacher: School	
Rate each student on the following		
3 – Mastered (Can work independently with no supervision)	Number of Competencies in Course: 45	
2 – Require supervision (Can perform with limited supervision)	Number of Competencies Mastered:	
1 – Not mastered (Requires instructions and close supervision)	Percent of Competencies Mastered:	
N – No exposure (No experience or knowledge in this area)		

Standard 1.0 The students will demonstrate knowledge of the academic subject matter required for proficiency within health care management.

One of these co	iumns must be checked
Mastery	Non-Mastery

Learni	ng Expectations	Check the appropriate Mastery or Non-Mastery column*	Ratii	ng (Ciro	cle one	e)	Mastery	Non-Mastery
1.1	Read and evaluate patient/client charts, reports and facility manual	ls.	3	2	1	N		
1.2	Perform mathematical functions.		3	2	1	N		
1.3	Use health care terminology.		3	2	1	N		

Standard 2.0 Students will demonstrate various effective communication methods for giving and obtaining health care information.

*One of these columns must be checked

Learn	ning Expectations Check the appropriate Mastery or Non-Mastery column*	Ra	ing (C	ircle or	ne)	Mastery	Non-Mastery
2.1	Assess others' ability to understand health care reporting.	3	2	1	N		
2.2	Adapt communication to individual needs including paraphrasing or translating.	3	2	1	N		
2.3	Apply communication skills for the special needs client.	3	2	1	N		
2.4	Demonstrate the ability to assess multicultural and multilingual clients.	3	2	1	N		
2.5	Use facility-specific guidelines and methods of sending and receiving information.	3	2	1	N		
2.6	Access and use electronically produced information.	3	2	1	N		

Standard 3.0 The student will understand the sources, routes and flow of information in a health care facility.

*One of these columns must be checked

Learnir	g Expectations Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)	Mastery	Non-Mastery
3.1	Verify the system information is accurate and complete.	3 2 1 N		
3.2	Analyze system's functions to improve efficiency.	3 2 1 N		
3.3	Ensure data security and confidentially by controlling access and release of information.	3 2 1 N		

Standard 4.0 The student will understand how employability skills enhance their employment opportunities and job satisfaction.

*One of these columns must be checked

Learni	ng Expectations Check the appropriate Mastery or Non-Mastery column*	Rating (Circle one)))	Mastery	Non-Mastery
4.1	Exhibit personal skills such as attendance, time management, and individual responsibility.	3	2	1	N		
4.2	Demonstrate professional conduct and appearance.	3	2	1	N		
4.3	Use analytical skills to solve problems and make decisions.	3	2	1	N		
4.4	Adapt to changing situations in the health care industry.	3	2	1	N		
4.5	Upgrade technology skills.	3	2	1	N		
4.6	Analyze various career options and the preparation required for each career.	3	2	1	N		
4.7	Anticipate needs of clients and co-workers.	3	2	1	N		

Learn	ing Expectations	Check the appropriate Mastery or Non-Mastery column*	Rat	ting	(Circle	one		Mastery	olumns must be checke Non-Mastery
5.1	Research and evaluate malpractice and liability issues	i.	3	1 2	! 1		N		
5.2	Demonstrate and apply client confidentiality.		3	- 2) 1		N		
5.3	Operate within the scope of practice.		3	1 2	1 1		N		1
5.4	Comply with legal requirements for documentation.		3	1	1		N		
		ethical practices with respect to cultural, social, and ethnic differe		rlv	withi	n th			
Starit	health care management environment.	etilical practices with respect to cultural, social, and etillic unitere	nices, particular	ııy	vvitiii	ıu	ıc		
	neattii care management environment.							*One of these c	olumns must be checke
Learn	ing Expectations	Check the appropriate Mastery or Non-Mastery column*	Rat	ting	(Circle	one		Mastery	Non-Mastery
6.1	Demonstrate loyalty and compassion to fellow workers	and the health care organization.	3	2	1		N		
6.2	Document and demonstrate respect for the client right		3	2	1		N		
6.3	Demonstrate equal treatment of all persons.	•	3	2			N		
5.4	Document and report any activity that affects the healt	h, safety, or welfare of clients or fellow workers.	3	2			N		İ
	. ,	e quantitative and qualitative requirements for client information.							
Marik	iaid 7.5 The Student will assess and evaluate th	e quantitative and quantative requirements for elicit information.						*One of these c	olumns must be checke
_earn	ing Expectations	Check the appropriate Mastery or Non-Mastery column*	Rat	ting	(Circle	one		Mastery	Non-Mastery
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7.1	Analyze and document client information.		3	2			N		
7.2	Demonstrate computer programs for process informati Research and prepare reports.	on.	3	2	_		N		
7.3	I Research and brehare reports					N			
			3	2	_				
7.4	Compare and contrast requirements of external agenc	ies such as insurance companies, courts, and regulatory bodies.	3	2	1		N		
7.4	Compare and contrast requirements of external agenc	ies such as insurance companies, courts, and regulatory bodies. to read and interpret a medical record, using knowledge of anator	3	2	1	pr	N		
7.4 Stand	Compare and contrast requirements of external agence lard 8.0 The student will demonstrate the ability	to read and interpret a medical record, using knowledge of anator	my, physiology,	, di :	1 sease		N ocesse	*One of these c	olumns must be checke
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Standard 11.0 The student will perform classroom laboratory activities and apply knowledge and skills in a health care clinical setting.

*One of these columns must be checked

Learnir	g Expectations Check the appropriate Mastery or Non-Mastery column*	Rat	ing (Ci	ircle on	e)	Mastery	Non-Mastery
11.1	Read, interpret, verbalize and apply policies and procedures appropriate to health care setting.	3	2	1	N		
11.2	Participate in a health care facility orientation prior to clinical experience.	3	2	1	N		
11.3	Demonstrate the use of pertinent safety precautions and aseptic techniques.	3	2	1	N		
11.4	Utilize proper communication, critical thinking and problem-solving techniques.	3	2	1	N		
11.5	Demonstrate the safe and appropriate use of equipment and supplies.	3	2	1	N		
11.6	Perform skills safely and effectively as outlined in policy and procedures of the health care facility and standards of the health care profession.	3	2	1	N		

Additional Comments	 	